

Enclose check or
money order

DO NOT
SEND
CASH

Petition for an Extension Of a Class A, B, C, or D License

State of Iowa
Board of Educational Examiners
Licensure

Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

Revised 10/07

INSTRUCTIONS:

1. Attach official/original college/university transcripts showing any course work completed since the issuance of the Class A, B, C or D (conditional) License which could be applicable to this new endorsement.. **NO GRADE REPORTS OR COPIES ACCEPTED.**
2. A complete application must include the completed application, official transcripts, and fee. (Send proof of registration for relevant courses in which you are enrolled, but for which you have not yet received a grade.)
3. Send all materials and check or money order for \$150 (made payable to Board of Educational Examiners) to: **State of Iowa, Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, Iowa 50319-0147.**
4. Please allow four weeks for processing. Name changes require a photocopy of official legal documentation.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone ()	Work Phone ()	Email Address	

Justification: I petition the Board for the issuance of this license for the following reason(s):

(Attach another sheet of paper if more space is needed.)

To be completed by the school administrator : I support the extension of the class A, B, C, or D (conditional) license for the above named practitioner to serve as

(list position and grade level)

With the _____ school system. _____
(Administrator's Signature) (Date)

STATEMENT OF FRAUD: Fraud in procurement of a license or falsifying records for licensure purposes will constitute grounds for filing a complaint with the Iowa Board of Educational Examiners.

- a. Yes ☐ No ☐ 'PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ 'PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
- c. Yes ☐ No ☐ 'PR ☐ Have you ever had a founded report of child abuse made against you?
- d. Yes ☐ No ☐ 'PR ☐ Have you ever had an educational license denied, revoked, or suspended?

For any "Yes" response attach a written explanation on 8 1/2 x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check PR (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date

BOARD OF EDUCATIONAL EXAMINERS

Licensure

Phone: (515) 281-3245

To be eligible for the extension of the Class A, B, C, or D (conditional) license, the applicant must meet the following requirements:

- _____ Complete the application form.
- _____ Include a copy of registration for course work to be completed during the license.
- _____ Include transcripts showing course work completed during the term of the license.
- _____ Include the fee of \$150.00 for the one-year extension of the Class A, B, C, or D (conditional) license.

Make check payable to the Board of Educational Examiners.

SPECIAL EDUCATION ONLY: You must also include a current program outline from college or university official updating the course work that will be completed during the one-year emergency extension of the license along with the above items. We will not accept a program of study written by a practitioner. It must be an original one signed and dated by the college/university official.